

SESSION SCHEDULE CHECKLIST

Office of Charitable Gaming P.O. Box 98502 Baton Rouge, LA 70884

Phone: 1-800-562-9235 or (225) 925-1835

www.ocg.louisiana.gov

ne i	OIIO	owing checklist has been developed to assist you when preparing and submitting a Session Schedule Form.
	1.	Please include your State License Number (EX: G-0005670), if applicable.
	2.	A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
	3.	Organization Official must complete the amount of rent per session and provide a lease, if applicable.
	4.	When submitting a request to add or delete a session(s), organization official and commercial lessor/non-commercial lessor must sign the form approving the session(s).
	5.	List all dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
		Circle AM or PM, Length, and Add or Delete.
	6.	Additional Session Schedule
		A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
		B. List all dates, times and length of sessions for each additional location.
	7.	Lease Agreement
		A. If organization is paying rent for any location, submit a signed lease agreement.
		B. Lease agreements must include all dates and times organization is to conduct gaming activities.
	8.	When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.
		A. Circle add or delete
		B. Circle a.m. or p.m.
		C. Enter the start time.
		D. Enter the length of session: for example, 2, 4, 6 or 8 hours. Session cannot exceed 8 hours.
	9.	The second and subsequent revisions to your license must be accompanied by a \$25 check , made payable to "Office of Charitable Gaming" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

	Office	of Charitable Gaming		State Licens	e # G-			
Organization Name:		Signature of Organiz	ation Official Approval: (Required)	Date signed:	Orga	Organization Phone #:		
Building Where Games are H	Held:	Lessor (Hall) Approve	al (Required)	Date signed:	Hall	Contact Phone #:		
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Building Where Games are H	leld:	Lessor (Hall) Approval	(Required)	1	Date signed:		Hall Contact	Phone #:			
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	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears.										
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			SEPTEMBER 2021					
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Holidays are listed for your information only. There may be others not liste Sessions may be scheduled on these days. Holidays: September 6th – Labor Day			1	2 ☐ Add ☐ Dele Time: ☐ AM ☐ PM Length:	ate	Time:		
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Organization Name:		Signature of Organizatio	on Official Approval: (Required)		Date signed:		Organization	Phone #:			
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Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: January 1st – New Year's Day January 17th – Martin Luther King Jr Day							у	Saturday 1 Add Delete Time: AM PM Length:			
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	Office of	Charitable Gaming	State License	State License # G-					
Organization Name:		Signature of Organiz	Signature of Organization Official Approval: (Required)		(Organization Phone # :			
Building Where Games are Hel	d:	Lessor (Hall) Approv	al (Required)	Date signed:	1	Hall Contact Phone #:			
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There may be others not listed. Sessions may be scheduled on these days. Holidays: February 14th –Valentine's Day		1 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	2 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	3 □ Add □ Delete Time: □ AM □ PM Length:	4 □ Add □ Dele Time: □ AM □ PM Length:	te			
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27 Add Delete Time: AM PM Length:	28 □ Add □ Delete Time: □ AM □ PM Length:		sion conflicts with anoth to deny modification if o			s will not be approved. The			

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Rent Amount \$		Fax Number / E-mail	address:	Building Add	Building Address:			
 Change reque Submit the ent 	nedule will delete all se sts must be submitted no la ire year's schedule to avoid d length of session and circ	ater than 5 (five) busined d additional charges and	ss days in advance. I/or delays. r Delete.	th.				
			MARCH 2022					
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Lessor (Hall) Approval (Required)			Hall Contact Phone #:							
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Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. APRIL 2022										
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Occarden	Manday	Tuesday	MAY 2022	There	and and	Fride		Ontonder			
Sunday Holidays are listed for y Holidays: May 8th – Mo		Tuesday e may be others not liste th – Memorial Day	Wednesday d. Sessions may be sched		ays.	Frida	ny	Saturday			
1 □ Add □ Delete Time: □ AM □ PM Length:	2 □ Add □ Delete Time: □ AM □ PM Length:	3 □ Add □ Delete Time: □ AM □ PM Length:	4 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	5 Add D Time: AM D Length:	M [id Add □ De Fime: □ AM □ PM Length:		7 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:			
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Office of Charitable Gaming					State License # G-		
Organization Name: Signature of			of Organization Official Approval: (Required)		:	Organization Phone #:	
Building Where Games are Held: Lessor (Hall) Approval (Required) Date signed:		: :	Hall Contact Phone #:	
Rent Amount \$ Fax Number / E-m			address: Bu		dress:		
 Change requ Submit the e 	ests must be submitted natire year's schedule to av	sessions previously sub o later than 5 (five) business oid additional charges and/o circle AM or PM and Add or D	days in advance. r delays. Delete.	th.			
Sunday	Monday	Tuesday	JUNE 2022 Wednesday	Thursday	Friday	y Saturday	
Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holiday: June 19th – Father's Day			1	2 □ Add □ Delete Time: □ AM □ PM Length:	3 □ Add □ Dele Time: □ AM □ PM Length:	ete	
5 □ Add □ Delete Time: □ AM □ PM Length:	6 □ Add □ Delete Time: □ AM □ PM Length:	7 □ Add □ Delete Time: □ AM □ PM Length:	8 Add Delete Time: AM PM Length:	9 □ Add □ Delete Time: □ AM □ PM Length:	10 □ Add □ Dele Time: □ AM □ PM Length:	tete	
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26 □ Add □ Delete Time: □ AM □ PM Length:	27 □ Add □ Delete Time: □ AM □ PM Length:	28 □ Add □ Delete Time: □ AM □ PM Length:	29 □ Add □ Delete Time: □ AM □ PM Length:	30 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	another organ	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.	